

MINUTES

Drayton Bassett Annual Council Meeting and Parish Council Monthly Meeting

Tuesday 15th May 2018
Sports Pavilion, Rectory Close, Drayton Bassett, Staffordshire

Present:

Chair: Cllr Millard
Councillors: Edmond, Keenan, Wilkinson
Clerk: Sue Stait

	Action
ANNUAL COUNCIL MEETING	
Apologies	
Apologies accepted - Cllrs Reynolds and Watkins	
Election of Chairman	
Cllr Millard was elected Chairman, proposed by Cllr Edmond, seconded by Cllr Keenan.	
Cllr Millard gave 12 months' notice of his intention to resign as Chair.	
Cllr Edmond was elected as Vice Chair, proposed by Cllr Millard, seconded by Cllr Wilkinson.	
Standing Orders	
Accepted as on-going.	
Clerk to circulate NALC template for standing orders prior to next meeting with a view to updating existing standing orders.	Clerk
Clerk to review what other policies should be in place and/or updated.	Clerk
Annual Council meeting closed at 19:50.	

PARISH COUNCIL MEETING

Apologies

Apologies accepted - Cllrs Reynolds and Watkins

Visitors – Parishioners & members of public

None

Approval of Minutes from previous meeting

Add Clerk's name to attendees for January and March minutes.

Add Sue Stait as an attendee at March meeting.

January, March, May minutes to be reviewed and approved at the June meeting.

Matters arising from previous minutes

30/17 Service Board

Cllr Millard will provide names and dates for previous Clerks.

Cllr
Millard

5/18 Wild Flower Protection

Cllr Millard will provide contact details for the EA.

Cllr
Millard

Reports and Actions

12/18 GDPR Training

Clerk

Cllrs Edmond and Keenan attended GDPR training. Cllrs were made aware of the change in legislation and their responsibilities.

Councillors and Clerk to book a filing day to destroy records that no longer need to be kept.

13/18 Internal Audit

Clerk reported difficulty securing a meeting with the internal auditor. Cllr Keenan suggested an alternative contact.

Other Parish Matters

14/18 Tree Survey

Clerk to circulate an electronic copy of the tree report for review at the next meeting. Add to June 18 agenda. Clerk

23/17 HS2 Funding

Cllr Keenan stated that the application needed to show considerable community involvement in order to support the bid. Therefore the Council need to discuss and agree how we are going to progress this. All Cllrs

15/18 Parish Newsletter

Clerk to draft content for a Newsletter. Clerk

11/18 Traffic Calming

Manor Primary held a banner design competition. The winner's banner will be fixed to the school railings. Cllr Millard
Letter agreed to accompany the wheelie bin stickers. Cllr Millard will print colour copies for circulation along Drayton Lane and Salts Lane. Cllr Millard

16/18 Football Pitch Hire Agreement

Clerk to write to the Treasurer of the football club to advise of renewal date and payment terms. Clerk

15/17 New Flag

New flag in place.

17/18 2017 Minutes Review

2017 minutes approved and signed by Chair. Clerk to upload to website and file signed copies. Clerk

Planning Applications

18/00682/FUL – no objections

Finance

Local Councils Insurance renewal – agreed.

Finance report circulated but not complete as latest bank statement not yet received. Clerk and Cllr Edmond to follow up with Lloyds Bank. Review at June meeting. Clerk

The following cheques were signed and approved for payment:

23/04/18 001323 Exterius (grass cutting) - £1,150 (in advance of meeting)

14/05/18 001324 Exterius (grass cutting) - £1,150

14/05/18 001325 Eric Roy (website training) - £25

14/05/18 001326 Sue Stait (salary) - £272.90

14/05/18 001327 BHIB (Local Councils Insurance) - £1,336.30

Correspondence

3/18 Tamworth Community Transport

Letter received thanking the council for the donation of £750.

18/18 Sir Robert Peel Grave Cleaning

Gavin Traynor (Exterius) offered to clean Sir Robert Peel's grave. Cllr Keenan
Cllr Keenan will talk to Judith Haden-Homer to ascertain why St Peters Church has declined the offer. Cllr Keenan

19/18 National Grid

Letter received about legal title of gas site near WI hall. Clerk to draft a response to ascertain whether they will pick up the responsibility for cutting the grass in the surrounding area. Clerk

Meeting closed at 21:10.

Next meeting is 19th June 2018.

SIGNED AS A TRUE AND ACCURATE RECORD

MEETING CHAIR _____ DATE _____